

**REQUEST FOR TRAVEL AUTHORIZATION AND/OR
REQUEST TO ATTEND DOMESTIC MEETING**

Document Control # _____

Name _____**Title** _____**Home mailing address** _____**SS#** _____**Office Phone #** _____**Mode of travel:** **Airline** **Govt vehicle** **POV** **Other****Purpose of travel:** _____**PLACES OF TRAVEL**

Departure Date	Approx. Time	From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Return Date	Approx. Time	From	To
_____	_____	_____	_____

MEETING**Title of meeting:** _____**Location of meeting:** _____**Reason for attending:**Scientific interest
Presenting paper
Invited speaker
Other (Field trip)Official Time Only
Registration Fee Only
All Expenses**ESTIMATED COST/ADVANCE OF FUNDS**

		Advance of Funds		
		Maximum	ATM*	
Air Fare	\$ _____	Project # _____	Amount requested \$ _____	
Per diem	\$ _____	Rental Car _____	Amer Exp card holder	Yes No
Other*	\$ _____	Registration Fee _____	Were you offered a Govt Credit Card	Yes No
Total	\$ _____			
*Miscellaneous expenses		*Assessed 2.75% toward OE		

Traveler _____ **Date** _____ **Task Chief** _____ **Date** _____**Funds available:** **yes** **no** **Admin. Tech.** _____ **Date** _____**Assoc. Chief Scientist** _____ **Date** _____**Emergency contact:** _____ **Phone #:** _____